



J. TYLER McCAULEY
AUDITOR-CONTROLLER

**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

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May 5, 2004

TO: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Yvonne Brathwaite Burke
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

FROM: J. Tyler McCauley 
Auditor-Controller

SUBJECT: **THOMAS A. EDISON ELEMENTARY SCHOOL AFTER-SCHOOL
ENRICHMENT PROGRAM CONTRACT REVIEW**

We have completed a contract compliance review of the Thomas A. Edison Elementary School (Edison), a subcontractor of the Los Angeles County Office of Education (LACOE), an After-School Enrichment Program (ASEP) service provider for the period of July 2002 through December 2003. The review was conducted as part of the Auditor-Controller's Centralized Contract Monitoring Pilot Project.

Background

The Department of Public Social Services (DPSS) contracts with LACOE to provide an after-school enrichment program to eligible CalWORKs children who are enrolled in Los Angeles County school districts outside of the Los Angeles Unified School District. LACOE administers after-school programs, which incorporates educational, recreational and enrichment activities at elementary school sites with a high enrollment of CalWORKs children. LACOE subcontracts with school districts and non-profit organizations to provide ASEP at 81 school sites. Edison is one of the 81 school sites that provide ASEP using staff from the City of Long Beach and the International Center for Education and Sports, a Community Based Organization. Edison is located in the Fourth District.

Edison is paid a negotiated rate of \$10 to \$20 per student per session based on the number of hours of each session. For Fiscal Year (FY) 2002-03, Edison was paid approximately \$164,000.

Purpose/Methodology

The purpose of the review was to determine whether Edison provided the services outlined in their contracts with LACOE and DPSS. We also evaluated Edison's ability to achieve planned service and staffing levels. Our monitoring visit included a review of Edison's invoices, Edison's weekly activity schedule, students' attendance records, personnel and payroll records and interviews with Edison staff and students.

Results of Review

Overall, Edison is providing the services outlined in its County contract. Edison maintains documentation to support the services billed to DPSS and employs qualified staff to perform those services. The students interviewed stated that they enjoy the program and participate in various activities, including reading, writing, math, and recreation. However, for the first six months of FY 2003-04, Edison's monthly student enrollment averaged 25, which was 16 students less than its planned monthly enrollment of 41 students.

Attached is a detailed report of the monitoring review.

Review of Report

On April 26, 2004, we discussed our report with LACOE. In their attached response, LACOE agreed with the report's findings. In addition, we notified DPSS of the results of our review.

We thank Edison for their cooperation and assistance during this review. Please call me if you have any questions, or your staff may contact Don Chadwick at (626) 293-1122.

JTM:DR:DC

Attachment

c: David E. Janssen, Chief Administrative Officer
Department of Public Social Services
Bryce Yokomizo, Director
Gail Dershewitz, Division Chief, Research, Evaluation and Quality Assurance Division
Sheri Lewis, HSA III, Child Care Program Section
Darline P. Robles, Ph.D., Superintendent, Los Angeles County Office of Education
Ronnie Clare, Program Facilitator, Long Beach Unified School District
Violet Varona-Lukens, Executive Officer
Public Information Office
Audit Committee

**CENTRALIZED CONTRACT MONITORING PILOT PROJECT
AFTER-SCHOOL ENRICHMENT PROGRAM
FISCAL YEAR 2003-2004
THOMAS A. EDISON ELEMENTARY SCHOOL**

BILLED SERVICES

Objective

Determine whether Thomas A. Edison Elementary School (Edison) provided the services billed in accordance with the Los Angeles County Office of Education's (LACOE) and the Department of Public Social Services' (DPSS) contracts.

Verification

We interviewed the Program Director of Edison and reviewed students' attendance records, a monthly lesson plan, a weekly activity schedule and a snack schedule. We also observed students participating in homework help, dance, outdoor recreation and snack during the After School Enrichment Program (ASEP).

Results

No exceptions. We reconciled the names of the students that Edison billed DPSS to Edison's daily attendance records. We also confirmed that the type of activities and snacks provided meet the contract requirements.

Recommendations

There are no recommendations in this section.

PARTICIPANT VERIFICATION

Objectives

Determine whether the students are eligible for ASEP and actually received the services from Edison that LACOE billed DPSS.

Verification

From the December 2003 attendance roster, we interviewed eight students to confirm that they received ASEP services shown in the weekly activity schedule and a daily snack. We also verified the students' eligibility status on the Gain Employment Activity and Reporting System.

Results

All eight students were eligible to receive program services. The students interviewed stated that they enjoyed the program activities. They also stated that they received a daily snack and participated in various activities, including homework assistance, reading, writing, math, computers, dance and recreation.

Recommendations

There are no recommendations for this section.

STAFFING LEVELS**Objective**

Determine whether Edison's staff-to-students ratio does not exceed 1:20 ratio as required by LACOE's and DPSS' contracts.

Verification

We interviewed the Program Director and reviewed Edison's timekeeping records for the staff assigned to ASEP. We also observed ASEP staff working with students during ASEP.

Results

No exceptions. The staff-to-students ratio does not exceed 1:20. On February 12, 2004, we made an unannounced visit to Edison and observed three staff working with 21 students.

Recommendations

There are no recommendations in this section.

STAFFING QUALIFICATIONS**Objective**

Determine whether Edison's staff meet the qualifications as required by LACOE's and DPSS' contracts.

Verification

We interviewed all three staff and reviewed their personnel files to determine their qualifications.

Results

No exceptions. Our interviews and review of documentation in the personnel files disclosed that the staff assigned to ASEP obtained background clearances prior to employment and possess the required education and certifications identified in LACOE's and DPSS' contracts.

Recommendations

There are no recommendations for this section.

SERVICE LEVELS**Objectives**

Determine whether Edison met its planned service levels of 41 students per month.

Verification

We obtained the number of students receiving services at Edison from Edison's invoices for the period July 2003 through December 2003 and compared the numbers against the planned service levels.

Results

Edison's actual service levels did not meet their planned service levels of 41 students per month. During our review period, Edison provided services to an average of only 25 students per month. LACOE is in process of reviewing actual service levels of all school sites providing ASEP and will adjust Edison's planned service levels as appropriate.

Recommendation

1. **LACOE management complete their review and adjust Edison's planned service levels.**



Los Angeles County Office of Education

Leading Educators • Supporting Students • Serving Communities

April 26, 2004

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J. Tyler McCauley, Auditor-Controller
Los Angeles County Department of Auditor-Controller
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Dear Mr. McCauley:

Thank you for the opportunity to respond to the draft contract compliance review for the Los Angeles County Office of Education After-School Enrichment Program – Thomas A. Edison Elementary School, Long Beach Unified School District.

We have reviewed the report and are in agreement with the findings. With regards to the Service Level recommendation to adjust Edison's planned service level, we will make the appropriate level adjustments during our contract renewal for FY 2004-05, as we evaluate their need.

We appreciate the audit process you have established with this contract. Communication with your staff and the ability to discuss the findings as they are reported is most helpful in making the program more efficient and successful. We are very proud of our program and I want to again thank your staff for their professional approach to the audit process, their candid comments and suggestions for improving the program and for the straightforward manner in which they worked with our staff and with the site staff. They have been very thorough and a pleasure with which to work.

If you have any further questions or need additional information on the program, please feel free to contact me at (562) 401-5597.

Sincerely,

John S. Berndt, L.C.S.W.
Program Coordinator

JSB